

# Blood/Bodily Fluids Cleanup Procedure

Treat urine, stool, vomit, blood, and bodily fluids as potentially infectious. Spills of bodily fluid should be cleaned up and surfaces sanitized immediately.

## **\*\*ALWAYS USE PROTECTIVE GLOVES WHEN CLEANING UP A BODILY FLUIDS SPILL\*\***

- Your facility should have spray bottles of TurfAide disinfectant available and strategically placed in the facility: office, party rooms, bar, snack bar.
- Bring a TurfAide spray bottle, 2-3 sham-wows (depending on the size of the spill), and a leak proof plastic bag with you when going to clean a spill on the turf. *For spills off the turf, use paper towels and dispose of them in a separate, leak proof plastic bag.*
- Block off the area of the bodily fluids spill to prevent further spread
- Spray the spill area with the TurfAide disinfectant.
- Using a sham-wow or paper towel, soak up as much of the fluid as possible. Soiled sham-wows should be placed in a leak proof plastic bag and laundered as needed. Do not throw out the sham-wow!
- After soaking up all of the bodily fluids spray the area again with the TurfAide disinfectant and wipe clean with a fresh sham-wow or paper towel. Again, place the used sham-wow in the leak proof plastic bag.
- Always wash your hands afterward, even though you wore gloves
- Remove and bag any clothing (yours and those worn by children) soiled by bodily fluids
- Put on fresh clothes after washing the soiled skin and hands of everyone involved
- To launder the sham-wows:
  - Sham-wows are machine washable and bleachable
  - Must be AIR DRIED ONLY!
  - Do not use any fabric softener
- Mops or other equipment used to clean up bodily fluids should be:
  - Cleaned with a bleach solution and rinsed with water
  - Rinsed with a fresh sanitizing solution
  - Wrung dry as much as possible
  - Air dried

# Health Care Policy – First Aid

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- The infirmary is located inside the main office, in the manager's office, and is marked as infirmary.
- **Procedures for Administering First Aid**
  - Basic First Aid
    - All Summer Camp Staff must be trained in basic first aid and CPR procedures prior to beginning their employment.
    - If a child is mildly injured (Minor cuts/scrapes, bumps, falls) during the camp day, the Group Leader will be responsible for administering proper first aid as is indicated in their training.
    - Once first aid has been administered, the Group Leader should record the injury and treatment in the First Aid Log book.
    - The camper's parents should be notified of the injury by phone if the camper is upset or continues to complain of pain in the injured area.
  - First Aid and Transportation to the Hospital
    - In the case of an emergency or illness (such as seizure, a serious fall, or serious cut), the Camp Director or group leader in charge will begin administration of emergency first aid while another Group Leader takes the other children to a different area or room. Both staff members should respond in a calm and reasonable manner.
    - Other staff will be alerted to send for assistance, be it the Camp Director or another person in the center.
    - One of the supervisory staff will contact the parent to come and pick up the child or, if response time is a factor, to have the parent meet that child and accompanying staff at the emergency room of the hospital utilized in emergencies.
    - In the event a situation arises that is life threatening or medical attention is needed promptly, an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The Camp Director or Facility Manager will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.
    - If the parent comes to pick up the child and needs assistance, the Camp Director may offer to accompany the child.
    - When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. If the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by ambulance and the child's whole file will be taken including permission forms.
    - The program will immediately report to the Office of Child Care Services any injury to or illness of any child which occurs during the hours while the child is

enrolled in care and which requires hospitalization or emergency medical treatment.

o **Emergencies While Away From the Facility**

- If an accident or acute illness occurs while away from Teamworks, the Group Leader will take charge of the emergency, assess the situation, and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the Camp Director based on the severity of the emergency or illness. If necessary, an ambulance will be called.
- The Camp Director or other designated adult will be contacted by the Group Leader as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.
- As a preventative measure, prior to the departure for the center, the Program Director and/or Group Leader will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:
  - A first aid kit will be taken in all vehicles on all field trips.
  - Emergency information, including contacts and telephone numbers, will be taken on all field trips.
  - Staff must have a cell phone for the duration of the field trip or know the location of a phone at the location of the field trip with the appropriate knowledge to use it.

• **Procedures for Using and Maintaining First Aid Equipment**

- o Location of First Aid Kit – Teamworks Acton will have two first aid kits. One will be located at the front desk in the office and will be marked with a red cross on the front of the container. The second kit will be located at the pool in the lifeguard shack. This will also be marked with a red cross.
  - Portable first aid kits are used when camps take place away from the facility and will include: First aid supplies, children's emergency contacts and telephone numbers, and change for a pay phone.
- o Who maintains the first aid kits? – The first aid kit is kept supplied by the Camp Director. First aid kits will be inspected weekly and supplies will be replaced as needed. Staff will report missing items to the Director.
  - All first aid supplies and/or equipment will be used by staff certified in first aid. All staff must be first aid and CPR certified prior to the start of camp.

• **Contents of the First Aid Kit:**

Band-Aids	Sterile Gauze Pads	Compresses
Adhesive Tape	Bandage Scissors	Triangular Bandages
Rolled Bandages	Tweezers	Cold Packs
Barrier Protection Gloves	Mask with a One-way Valve	Non-perfumed Soap

• **Plan for Mildly Ill Children**

- o Children who are mildly ill may remain at Teamworks if they are not contagious and they can participate in the daily program activities.
- o If a child's condition worsens, or it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the staff, the Camp Director will contact the child's parents. The parent will be asked to pick up the child. The child will be cared for in the infirmary by the Health Supervisor until the parent arrives to take the child home.
- o Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

# Health Care Policies – Allergies

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## Procedures for Identifying Camper Allergies

- Prior to attending camp, parents will be required to submit a completed parent packet listing any allergies or special conditions their camper may have. Parents will be required to list any allergens as well as treatment methods. In addition, a physical and immunization listing allergies and prescribed medication will be required.
  - Parents with campers who require medication to treat their allergies, will be asked to complete the medication administration consent form in our parent packet.
- Any child whose parent packet indicates an allergen, will have this allergen entered into our data base.
- Rosters will be given to each Group Leader listing the various allergies within their group. Medication to treat these allergies will also be listed.
  - All camp counselors will be certified in First Aid and CPR. Within this training, they are taught the proper methods to identify an allergic reaction.

## Allergen Exposure Prevention

- Group Leaders will be notified of a camper's allergies each morning. As they become aware of these allergens, they will take methods to prevent exposure.
  - Food Allergies: Campers who bring a particular allergen (i.e. peanuts or tree nuts) to camp will be asked to sit at an "Allergy Table." This table and all other tables will be wiped down at the end of each lunch and snack period. After campers have finished eating, they will be taken to the restrooms to wash their hands. Hand Sanitizer cannot be used to prevent allergen exposure.
  - Other Allergies: All other allergies will determine specific precautions on an as needed basis.

## Allergic Reaction Treatment

- If a camper shows signs of allergen exposure, Group Leaders will refer to the methods of treatment given by parents or the Allergy Action Plan provided with their physical and immunization records.
  - Typically if a mild reaction results in a small rash or hives, the camper's parent will be called and informed that an exposure has occurred. If approved, Benadryl or other first step medication approved by the child's doctor will be given. This will be recorded in the Camp Injury Log as well as the child's medication log.
  - If a serious allergic reaction occurs (Difficulty breathing, extreme swelling, etc.), the child will be given their epi-pen or other prescribed medication (when provided or per doctor's orders) and 911 will be called. The child's parent will then be informed of the allergic reaction and asked to meet the camp staff at the hospital of treatment. A formal injury report plan will also be completed and sent to the State and the incident will also be recorded in the Camp Injury log Book as well as the child's medication administration log.

# Health Care Policies - Medication

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- **Plan for Administration of Medication**
  - Procedures for Administering Medication
    - The first dosage must be administered by the parent at home in case of an allergic reaction.
    - All medication must be given to the Health Supervisor directly by the parent.
    - All medication shall be held in a lock box and medication that requires refrigeration shall be placed in a lock box in the refrigerator.
    - The health supervisor will be responsible for the administration of medication. In his/her absence, the Camp Director/Facility Manager will maintain a written record of the administration of any medication which will include the child's name and the time and date of each administering of the medication. This completed record will become a part of the child's file.
    - All unused medication will be returned to the parent.
  - Prescription Medication
    - Prescription medication must be brought to Teamworks in its original container and include the child's name, the name of the medication, the dosage, and the number of times per day the medication is to be administered. The prescription label will be accepted as the written authorization of the physician.
    - The center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
    - The parent must fill out the Authorized for Medication form before the medication can be administered.
  - Non-prescription Medication
    - Non-prescription medication will be given only with written consent of the child's physician. Teamworks will accept a signed statement from the physicians listing the medication(s), the dosage, and criteria for its administration. This statement will be valid for one year from the date it was signed.
    - Along with the written consent of the physician, Teamworks will also need written consent from the parent. The parent must fill out the Authorization for Medication form, which allows Teamworks to administer the non-prescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.
  - Topical Ointments and Sprays
    - Topical ointments and sprays, such as petroleum jelly, sunscreen, and bug spray will be administered to the child with written parental permission. The signed statement for the parent will be valid for one year and include a list of topical, non-prescription medication.
    - When topical ointments and/or sprays are applied to wounds, rashes, or broken skin, Teamworks will follow its written procedure to non-prescription medication which includes the written order of the physician that will be valid for one year and the Authorization for Medication form signed by the parent.

# Medication Log



We received the following medications this morning

Medications	Dosage

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please advise, on the form listed below, any interactions or other pertinent information we may need to know about the above medications

Medications	Important Information

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]



## Medication Administration Form

Child Name:

Type of Medication Given:

Dosage:

Time:

Date:

Medication Given By:

## Medication Administration Form

Child Name:

Type of Medication Given:

Dosage:

Time:

Date:

Medication Given By:

## Medication Administration Form

Child Name:

Type of Medication Given:

Dosage:

Time:

Date:

Medication Given By:

### HEALTH CARE CONSULTANT AGREEMENT

Teamworks Acton Camp  
NAME OF CAMP

30 Great Rd Acton, MA 01720  
ADDRESS OF CAMP

The Massachusetts Department of Public Health regulations for recreational camps for children, 105 CMR 430.000, require that all recreational camps for children have a health care consultant. The regulation and responsibilities of this person are described below.

430.159(A) Health Care Consultant A designated Massachusetts licensed physician, nurse practitioner or physician assistant with pediatric training as the camp's health care consultant. The consultant shall:

1. Assist in the development of the camp's health care policy as described in 105 CMR 430.159(B);
2. Review and approve the policy initially and at least annually thereafter;
3. Approve any changes in the policy;
4. Review and approve the first aid training of the staff;
5. Be available for consultation at all times; and
6. Develop and sign written orders to be followed by the on-site health supervisor in the administration of his/her related duties.

If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. 105 CMR 430.160(C)

430.159(B) Health Care Policy A written medical policy, approved by the local board of health and by the camp health care consultant. Such policy shall include, but not be limited to, daily health supervision, infection control, handling of health emergencies and accidents, available ambulance services, provision for medical, nursing and first aid services, the name of the designated on-site camp health supervisor, the name, address and phone number of the camp health care consultant required by 105 CMR 430.159(A) and the name of the health supervisor required by 105 CMR 430.159(E), if applicable.

430.160(C) Administration of Medication The health care consultant shall acknowledge in writing a list of all medications administered at the camp.

I meet the requirements of the health care consultant as described in 105 CMR 430.159(A). I have reviewed these referenced regulations and understand the responsibilities of the position and agree to assist this camp regarding the same.

Dennis Marcos  
Print Name

MD  
Title

[Signature]  
Signature

74153  
MA License/Registration Number

821 South St Fitchburg  
Address MA 01420

(978) 392 4937  
Telephone Number

4/12/16  
Date:

### Sample Health Care Consultant Acknowledgement of On-Site Medications

I, Daria Karos, acknowledge that I serve as the Health Care Consultant for Teamwork Acton (camp). As such, I hereby authorize the following listed medications to be administered to campers as prescribed, provided that, the medications are delivered to the camp, maintained by the camp, and administered in accordance with Commonwealth of Massachusetts Regulations at 105 CMR 430.160 and that the parent/guardian of the camper has provided written permission for the administration of the medication.

I am not the prescribing physician for these medications. My signature indicates only that I have reviewed the listed medications and associated potential side effects, adverse reactions and other pertinent information with all personnel administering medications to campers and not that I have reviewed or determined the appropriateness of the medications for the camper. My signature further acknowledges that all personnel listed below, who administer medications at the camp, are either licensed health care providers authorized to administer medications or designated health care supervisors who are appropriately trained to and are doing so under my professional oversight.<sup>1</sup>

Names of individual authorized to administer medications at camp:

Jennifer Koerten

David D. Skell

David Lyle

Health Care Consultant signature: \_\_\_\_\_

Date: 4/12/16

Updated January 2000 to reflect the amendments to "Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV" 105 CMR 430.000.

<sup>1</sup>See advisory document of the Massachusetts Department of Public Health – "Guidelines for the Storage and Administration of Medication in Camps"